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ABSTRACT

Ways in which microcomputers can be used in cooperative vocational education programs in secondary schools are presented. It is stated that the future of cooperative education depends on its ability to be accountable for the time that students spend outside of the classroom and that the microcomputer can be an effective tool in meeting this need. A variety of tasks that microcomputers can perform are listed for the following areas: (1) administration; (2) guidance; (3) management of records and inventories; (4) professional development; (5) instructional management; (6) assistance to vocational student organizations; (7) coordination; and (8) school-community relations. Examples of a training plan, a weekly coordinator's report, and a student wage-hour report generated on a microcomputer are appended. (DC)

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1983 Convention

American Vocational Association

Anaheim, California

Monday, December 5, 1983

Joint NAITTE/Trade and Industrial Education Program

Disneyland Hotel, North Ballroom

1:30-3:30 PM

Theme
Microcomputers in Industrial Education

Topic I
Managing Cooperative Vocational Education Programs Using the Microcomputer

Presented
by

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Introduction

With the recent reports on the state of education in the United States, there has become a concern on the future of vocational education in the secondary school. This is especially true of the cooperative vocational education programs that are currently operating in our secondary schools.. One of the major findings and recommendations of each of the major studies on education was that students should spend more time in the classroom. This recommendation directly challenges the future of cooperative education which takes the student not only out of the classroom, but outside of the school as well. If cooperative education is to adequately address this issue it will be critical for it to do a better job of providing accountability for the time that the student spends outside of the classroom.

This will be particularly difficult in light of the already overloaded conditions under which many of the cooperative education coordinators currently find themselves working. One major source of assistance in meeting not only this important challenge, but also many of the other time consuming activities that a coordinator must do is to incorporate the microcomputer as a tool for managing the cooperative education program. There are many managerial/secretarial activities that are the responsibility of the coordinator. Microcomputers can be used to accomplish many of these tasks faster and more accurately than they are now being done.

A Sample of Microcomputer Assisted Tasks

Administration

Collect student occupational interest data through application forms and interviews.

Identify the competencies needed for employment into an occupation (V-TECS)

Develop standards for student performance goals as specified in the training plan.

Conduct follow-up studies of former students on a one, three, and five year basis.

Work with guidance staff, employers, teachers and school support staff to determine the reason for a student dropout of cooperative education.

Plan the Advisory Committee meetings for the school year, agenda, keep minutes, and write reports.

Collect occupational data from employers to identify needs.

Guidance

Have students complete cooperative vocational education applications and arrange for personal interviews.

Orient students and interested parents to all facets of cooperative education including: expectations, policies, procedures, evaluation, and all other pertinent aspects of the program.

Confer with student and parents regarding the student's educational and personal development.

Confer with parents, trainees, teachers, and administrators regarding any discipline problem or disciplinary action.

Meet periodically with individual trainees to discuss performance, progress, problems, and career plans.

Make parental contact as needed and keep record of visit.

Write letters of recommendation for students seeking employment, scholarships, or college admission.

Management

Maintain file of each student indicating progress in school and on the job.

Analyze records and reports.

Keep a file of instructional materials.

Maintain objective student files concerning attitudes, grades, and personal and work habits.

Process and record evaluations of classroom instruction.

Process training station evaluations received from training sponsors.

Maintain an inventory of equipment and instructional materials.

Complete reports necessary for vocational reimbursement.

Specify the facility and equipment and supply needs.

Prepare a capital outlay budget.

Implement the instructional budget for the coming year to meet designated timelines.

Make an annual report of the program.

Professional Development

Update professional personnel file.

Maintain liaison with union officials and employers.

Instruction

Develop a format and instructional plans for the classroom phase of cooperative education.

Correlate content of instructional units with training station learning experiences and student career goals.

Review student goals developed for the training station learning experiences.

Implement methods of evaluation of student performance.

Devise performance measures to evaluate student progress.

Conduct classroom activities utilizing methods to meet individual student needs.

Vocational Student Organizations

Develop plan for the local organization.

Assist students with the financial management of the organization.

Assist in planning and organizing fund raising activities.

Coordination

Locate, analyze, and evaluate training stations and keep a list on file.

Identify the training sponsor at prospective training stations who can provide training appropriate to the student's interest, capabilities, and goals.

Encourage the training sponsor to follow a progression of experiences for the student learner.

Assess the student-learner's performance with the training sponsor and other training station personnel.

Conduct job performance evaluations and keep record of the evaluation.

Keep daily log of coordination calls and activities and prepare weekly/monthly report of activities and expenses.

Complete training agreement for each trainee approved by the employer, training sponsor, student and teacher-coordinator.

Cooperatively develop and follow a systematic training plan with each student, training sponsor, and/or employer.

Develop rating form and procedure that is acceptable to the training sponsor, student, and employer for evaluating the student's performance at the training station.

Approve training station hours and wages for student learners.

Develop time schedules for effective training visitations.

Maintain the student-learner's records for training station learning experiences and related instruction.

Complete a daily coordination activity report.

School Community Relations

Assist the school district in the promotion of educational programs.

Inform interested groups of the many facets of cooperative vocational education.

Provide news releases on activities.

Appendix A

TRAINING PLAN FOR COOPERATIVE EDUCATION

STUDENT: _____ JOB TITLE: _____

EMPLOYER _____ PLACE OF EMPLOYMENT: _____

JOB TRAINING SKILLS	EVALUATION CRITERIA	OPM	RELATED CLASS INSTRUCTION	DATE STARTED	DATE COMPLETED
DUTY # 1 SETTING UP WELDING EQUIPMENT					
TASK # 1 SET UP ARC-CARBON EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF AIR-CARBON EQUIP.	09/15/83	11/15/83
TASK # 2 SET UP GMAW (MIG) WELDING EQUIPMENT	PERFORMANCE CHECK LIST	OPM	TYPES OF MIG WELDING EQUIP.	10/01/83	11/30/83
TASK # 3 SET UP OXYACE-TYLENE EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF OXYACE TYLENE EQUIP.	11/15/83	01/15/84
TASK # 4 SET UP OXYGEN ARC EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF OXYGEN ARC CUTTING EQUIPMENT.	12/10/83	02/15/84
TASK # 5 SET UP PLASMA ARC EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF PLASMA ARC CUTTING EQUIPMENT.	01/15/84	05/15/84
TASK # 6 SET UP SMAW WELDING EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF SMAW WELDING EQUIPMENT.	02/15/84	04/30/84
TASK # 7 SET UP TIG WELDING EQUIP.	PERFORMANCE CHECK LIST	OPM	TYPES OF TIG WELDING EQUIPMENT.	02/15/84	05/15/84
DUTY # 2 PERFORMING BURNING WELDING ACTIVITIES					
TASK # 8 CUT MATERIAL WITH HAND HELD TORCH.	PERFORMANCE CHECK LIST	0PM	TYPES OF HAND HELD TORCHES.	11/15/83	02/15/84
TASK # 9 WELD PIPE WITH GMAW EQUIPMENT	PERFORMANCE CHECK LIST	OPM	TYPES OF PIPE WELDS.	12/01/83	04/15/84

WEEKLY COORDINATOR'S REPORT

COORDINATOR: RICHARD JOHNSON WEEK OF: NOVEMBER 14, 1983

DATE	CODE	MILES	STUDENT NAME OR LOCATION	COMMENTS ON VISITATION
11/14/83	1	4	JOHN SMITH	REVISED TRAINING PLAN
11/14/83	1	6	JIM LYNCH	OBSERVATION OF WORK
11/14/83	1	4	SUE EVANS	OBSERVATION OF WORK
11/14/83	1	2	LARRY WILSON	DISCUSSED ABSENCES FROM WORK
11/15/83	4	4	LIONS CLUB	PRESENTED CERTIFICATE
11/15/83	1	6	WALTER MATT	OBSERVATION OF WORK
11/15/83	1	12	LOUIS ALSTON	MEDIATED WORK DISAGREEMENT
11/16/83	2	0	VICA	SPONSORED VICA MEETING
11/16/83	7	10	ADVISORY COM	MET WITH ADVISORY COMMITTEE
11/17/83	1	7	JEAN HILL	OBSERVATION OF WORK
11/17/83	1	4	JOE LAURENCE	OBSERVATION OF WORK
11/17/83	1	9	DICK JOHNSON	OBSERVATION OF WORK
11/18/83	2	0	VICA	CLUB CONSESSION BOOTH

MILEAGE FOR THE WEEK: 68 MILES

CODE:

1. COORDINATION
2. VICA CLUB
3. PROMOTIONAL
4. PUBLIC RELATIONS
5. GUIDANCE
6. ADMINISTRATIVE
7. ADVISOTY COM.
8. INSTRUCTION DEV.
9. LABOR-MANAGEMENT
10. HOME VISITATION
11. OTHER

STUDENT WAGE-HOUR REPORT

STUDENT NAME: JOHN SMITH MONTH: NOVEMBER

HOURLY WAGES: $3.25 YEAR: 1983

DAY OF THE WEEK	DAY OF THE MONTH	SCHOOL HOURS WORKED	OUT OF SCHOOL HOURS	EARNINGS IN SCHOOL HOURS	EARNINGS OUT OF SCHOL	TOTAL EARNINGS FOR DAY
TUESDAY	1	3.0	2.0	9.75	6.50	16.25
WEDNESDAY	2	2.0	2.0	6.50	6.50	13.00
THURSDAY	3	3.0	1.0	9.75	3.25	13.00
FRIDAY	4	2.0	3.0	6.50	9.75	16.25
SATURDAY	5	0.0	4.0	0.00	13.00	13.00
SUNDAY	6	0.0	0.0	0.00	0.00	0.00
MONDAY	7	2.0	2.0	6.50	6.50	13.00
TUESDAY	8	3.0	2.0	9.75	6.50	16.25
WEDNESDAY	9	2.0	2.0	6.50	6.50	13.00
THURSDAY	10	3.0	0.0	9.75	0.00	9.75
FRIDAY	11	2.0	4.0	6.50	13.00	19.50
SATURDAY	12	0.0	0.0	0.00	0.00	0.00
SUNDAY	13	0.0	0.0	0.00	0.00	0.00
MONDAY	14	2.0	2.0	6.50	6.50	13.00
TUESDAY	15	3.0	2.0	9.75	6.50	16.25
WEDNESDAY	16	2.0	2.0	6.50	6.50	13.00
THURSDAY	17	3.0	2.0	9.75	6.00	16.25
FRIDAY	18	2.0	4.0	6.50	13.00	19.50
SATURDAY	19	0.0	6.0	0.00	19.50	19.50
SUNDAY	20	0.0	0.0	0.00	0.00	0.00
MONDAY	21	2.0	0.0	6.50	0.00	6.50
TUESDAY	22	3.0	0.0	9.75	0.00	9.75
WEDNESDAY	23	2.0	2.0	6.50	6.50	13.00
THURSDAY	24	2.0	3.0	6.50	9.75	16.25
FRIDAY	25	2.0	4.0	6.50	13.00	19.50
SATURDAY	26	0.0	3.0	0.00	9.75	9.75
SUNDAY	27	0.0	0.0	0.00	0.00	0.00
MONDAY	28	2.0	2.0	6.50	6.50	13.00
TUESDAY	29	3.0	2.0	9.75	6.50	16.25
WEDNESDAY	30	2.0	2.0	6.50	6.50	13.00
TOTALS		52.0	58.0	169.00	188.50	357.50

TOTAL HOURS THIS MONTH: 110 TOTAL HOURS WORKED TO DATE: 305

TOTAL WAGES THIS MONTH: $357.50 TOTAL WAGES EARNED TO DATE: $991.25

STUDENT WORKER SIGNATURE

APPROVED BY SCHOOL COORDINATOR